Creating Effective PowerPoint Presentations - Part 3

In today’s class we will focus on **editing images** in PowerPoint using the Pictures Tools Format Contextual Tab.

For this class, we will start with opening a Blank Presentation.

- Click **Start** in the task bar at the bottom of the screen
- Scroll through the alphabetical list.
- Choose **PowerPoint**
- From the **Start Screen**, click **Blank Presentation**

![Blank Presentation](image)

Once the presentation is open, add 3 new **Blank** slides. Make sure to use the **Blank Slide Layout**, as placeholders can impede grouping of images. Then label the **Title Slide** as “My Photo Edits.”

![Blank Slide Layout](image)
Adding Images - Review
As we covered in Class 2, there are two ways to add images to your presentation:

From Computer (or Flash Drive)
1. Use Option 1 (Insert tab) or Option 2 (Content Icons)
2. Find/select the picture you want to add.
3. Click the Insert button.

From Online Pictures (Bing Image Search)
1. Use Option 1 (Insert tab) or Option 2 (Content Icons)
2. Type a keyword, such as cat, in the Bing Image Search box.
3. Press Enter to conduct the search.
4. Various cat images are displayed. Click on an image to select it.
5. Click Insert to add the picture to the slide.

Using the steps above, add an image to Slides 2 & 3.

Pictures Tools
The Picture Tools Format Contextual Tab is only visible when a picture is active. Insert a picture or click on an inserted picture to make it active.

Once the Picture Tools Format Contextual Tab appears, several useful tools become available: Remove Background, Corrections, Artistic Effects, Picture Styles, and Crop.

Corrections Tool
The Corrections tool has two purposes:
1. The adjustment of the brightness and contrast of an image
2. The adjustment of the sharpness and softness of a picture
Exercise 1 – Use the Corrections Tool

For this exercise use the image you added to Slide 2.

1. Click on the image to select it
2. Click the Picture Tools Format Contextual Tab
3. Go to the Adjust group > Corrections command; a drop-down menu appears (see screenshot)

Sharpen or Soften

To sharpen or soften the image, hover over the Sharpen/Soften presets to see a live preview of the preset in the slide. Select the desired Sharpen/Soften preset - image will now have that appearance.

Brightness and Contrast

Hover over the Brightness/Contrast presets to see a live preview of the preset in the slide. Select the desired Brightness/Contrast preset – image will now have that appearance.

If the desired effect is not achieved, click the Reset Picture command or use the Undo button to reverse the effect.

NOTES on Corrections Tool:
**Color Tool**
The **Color** tool changes the saturation, color tone and overall color of an image.

### Exercise 2 – Use the Color Tool

For this exercise, again use the image you added to Slide 2.

1. Click on the image to select it
2. Click the **Picture Tools Format Contextual Tab**
3. Go to the **Adjust** group > **Color** command; a drop-down menu appears (see screenshot):
   - **Color Saturation**: controls how vividness of the colors
   - **Color Tone**: controls the temperature of the color, from cool to warm
   - **Recolor**: controls the overall color of the image
4. To use one of the tools above on the image, hover over the presets to see a live preview of the preset in the slide. Select the desired preset – image will now have that appearance.
5. To refine the settings, select Picture Color Options from the drop-down menu

If the desired effect is not achieved, click the **Reset Picture** command or use the Undo button to reverse the effect.

### Notes on Color Tool:

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Artistic Effects Tool
The Artistic Effects tool provides a basic collection of filters to change images. These filters make pictures more interesting. Artistic effects mimic different media such as marker, pencil, and pastels or apply a filter such as blur to the image. Only one artistic effect can be applied to an image at a time, so selecting a different artistic effect will remove the previously applied artistic effect.

NOTE: Artistic effects work best with photographic images rather than illustrations.

Exercise 3 – Use the Artistic Effects Tool
For this exercise, again use the image you added to Slide 2.

1. Click on the image to select it
2. Click the Picture Tools Format Contextual Tab
3. Go to the Adjust group > Artistic Effects command; a drop-down menu appears (see screenshot).
4. To apply an effect, hover over the presets to see a live preview of the preset in the slide. Select the desired preset - image will now have that appearance.
5. To refine the settings, select Artistic Effects Options from the drop-down menu.

If the desired effect is not achieved, click the Reset Picture command or use the Undo button to reverse the effect.

NOTES on Artistic Effects Tool:
**Picture Styles**
PowerPoint has a range of customizable effects which range from glows, 3D treatments, reflections, and much more. These effects can be found in the **Picture Styles** group of commands which includes **Picture Effects**, **Picture Layout** and **Picture Borders**.

**Exercise 4 – Apply a Picture Style**

For this exercise, again use the image you added to Slide 2.

To apply a Picture Style:
1. Click on the image to select it
2. Click the **Picture Tools Format Contextual Tab**
3. Go to **Picture Styles** group
4. Click the **More** arrow to display all the picture styles
5. Hover over a **picture style** to display a preview of the style in the slide
6. Click on the desired style to select it
7. To refine the picture style, click the **Picture Effects** command to see the **Effects drop-down menu**.

If the desired effect is not achieved, click the **Reset Picture** command or use the Undo button to reverse the effect.

**NOTES on Picture Style:**
Cropping Images
The most widely used tool, common to all graphics applications, is the **Crop Tool**. The crop tool cuts out parts of a picture or photograph that aren’t wanted.

<table>
<thead>
<tr>
<th>Exercise 5 – Crop an Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>For this exercise, use the image you added to <strong>Slide 3</strong>.</td>
</tr>
</tbody>
</table>

To crop an image to a shape:

1. Click on the image to select it
2. Click the **Pictures Tools Contextual Format** tab
3. Go to the **Arrange** group.
4. Click the **top half** of the **Crop** command.
5. Black Cropping handles will appear around the image. Click and drag the handles to crop the image. The gray shaded around will be removed from the image.
6. Click the **Crop** command again. The image will be cropped.

If the desired effect is not achieved, click the **Reset Picture** command or use the **Undo** button to reverse the effect.

NOTES:
Inserting a Text Box
Text boxes allow you add text anywhere on a slide

Exercise 6 – Inserting a Text Box

For this exercise use Slide 3, where we just cropped the image.

To add a text box:

1. Click on the Insert tab.
2. Go to the Text group.
3. Click on the Text Box command.
4. Click anywhere on the slide to add text OR click and drag to draw the text box to be a specific size.
5. Type a description for your image.

NOTES:
Grouping

Objects can be grouped together, which combines several layers into one object that can be moved or edited as a bundle rather than individually.

**Exercise 7 – Grouping Objects**

For this exercise, use the image and text box on Slide 3.

To group objects:

1. Click on the first object.
2. Hold down the Ctrl key on the keyboard and select the other(s) by clicking on each one with the mouse when a small plus sign is visible next to the cursor.
3. Go to the Home tab or one of the contextual tabs at the end of the Ribbon.
4. Go to the Arrange group → Group command.

Aligning Objects

Aligning objects arranges text boxes, pictures, and shapes so that they line up with margin guides, ruler guides, and grid guides. You can also distribute objects relative to each other or relative to the margin guides.

**Exercise 8 – Aligning Objects**

For this exercise, use the grouped image and text box on Slide 3.

To align an object:

1. Click on the object to be aligned. To select multiple objects, hold down the Control key.
2. Go to the Home tab → Arrange group → Align command.
3. Select an option from the resulting drop-down menu.

NOTES:
Layering Images and Removing Backgrounds

The Remove Background tool is useful for separating a foreground object in a picture from the background. This tool is useful for layering photos so that a new image is used for the background or foreground.

Exercise 9 - Removing Backgrounds

For this exercise, insert the image Cat.jpg from the Pictures folder on the computer onto Slide 4.

1. Click on the image to select it.
2. Click the Format tab
3. Click the Remove Background command
   - PowerPoint guesses which part of the image is the background, and it will mark that area with a magenta fill.
4. Use the Mark Areas to Keep and Mark Areas to Remove commands to make sure the entire cat is visible and the background is removed:
   - If part of the foreground is mistakenly colored magenta, click Mark Areas to Keep and draw a line in that area of the image
   - If part of the background isn’t marked with magenta, click Mark Areas to Remove and draw a line in that area of the image
5. When satisfied with the image, click Keep Changes. All of the magenta areas are removed from the image
   - Adjust the image at any time by clicking the Remove Background command again
   - If needed, use the Discard All Changes to undo Background Removal changes to the entire photo

NOTES:
Layering
Layering allows one element to be placed on top of another (for example, a text box on top of an image). Each new object is automatically layered on top of previously-added objects, but layering can be controlled manually in order to move objects in front of or behind one another.

Exercise 10 – Layering Images

For this exercise, insert the image Sunset.jpg from the Pictures folder on the computer onto Slide 4.

To layer objects:

1. Select the sunset image and move it on top of the door image. Resize as needed.
2. Go to the Home tab → Arrange group
3. Click on Send Backward. The sunset is now behind the cat.

**NOTE:** Bring to Front puts the selected object in the top-most layer. Send to Back puts it in the bottom-most layer, behind any other objects on the page. Bring Forward and Send Backward move the object forward or backward one layer in the publication, respectively.

**NOTES:**
Online Tutorials
CGFLearnFree.org – PowerPoint 2019

- **Formatting Pictures** - https://edu.gcfglobal.org/en/powerpoint/formatting-pictures/1/

Things to Remember